School Certificate of Immunization Status (CIS)

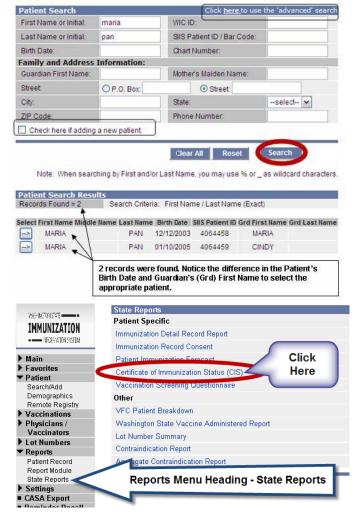
Quick Reference Guide: How to Print a CIS using the Washington State Immunization Information System.*



Step by Step Directions:

- Log into the Immunization Information System with your username and password.
- Using the Navigation Menu click on the Patient Menu Heading.
- 3. Click on the words Search/Add.
- Enter the search criteria, i.e. child's/patient's name and birth date. (Enter the birth date as a string of numbers; for example, enter May 8, 2005 as 050805 or 05082005.)
- 5. Click SEARCH.
- 6. If the child/patient appears in the Search Results, click on the arrow to the left of the child's/patient's name (the select-arrow-button) to view the demographic information.
- 7. Confirm you have the correct child/patient.
- 8. You can now view the CIS.
- Using the navigation menu, click on the Reports Menu Heading.
- 10. Click on the words State Reports.
- From the State Reports Screen, click on the words "Certificate of Immunization Status (CIS)"
- 12. The system will get the history of required vaccines from the child's record and auto-fill this information on the CIS.
- 13. Use your web-browser to print the CIS.

NOTE: You need **NOT** print the CIS in color, double sided, or on cardstock.



* NOTE: child care providers do not have access to the Immunization Information System.

Have Questions? Need Help?

Call or email the Help Desk at 1-800-325-5599 or cphelpdesk@kingcountv.gov.

